

CITY OF MILWAUKIE

CLASSIFICATION: CITY MANAGER

Department: Administration

Grade Number: 38

FLSA: Exempt

Location: City Hall

Management, Supervisory Confidential Group

EEO Category: 1-Officials & Administrators

DESCRIPTION:

Plans, directs, manages and oversees the activities and operations of the City of Milwaukie. This includes the following departments: Community Development, Public Works, Library, Police, Information Technology, Records and Information Management/City Recorder, Finance, Community Services, and Human Resources. Has responsibility for development and oversight of the city's budget. This position provides direct support and reports to the City Council.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assumes full management responsibility, leadership, and accountability for all City operations including: Community Development, Engineering, Planning, Building, Public Works, Sewer, Storm, Water, Streets, Fleet and Facilities; Police, Library, Community Services, Information Technology, Records and Information Management, Finance, and Human Resources.
2. Directs the development and implementation of the City's goals, objectives, policies and priorities.
3. Conducts or coordinates, through department heads, departmental strategic planning efforts and other studies of City services to ensure they are provided in the most effective manner.
4. Establishes, within City policy and budget, appropriate service and staffing levels, monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
5. Prepares and administers the annual City budget for approval by the budget committee and council.
6. Represents the city and the City's interests on various regional committees and taskforces and to citizen involvement groups.
7. Provides advice and assistance to the Mayor and City Council on a wide variety of issues including outlining speeches, writing or editing agenda items and Council memorandums. Conducts a variety of special projects as directed by City Council.
8. Reviews local, State and Federal legislation to determine impact on administrative plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.
9. Resolves inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to sensitive or complex inquiries or complaints.
10. Maintains positive public relations with customers and is responsive to customer needs.
11. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
12. Performs other duties as required.

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JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. Job Preparation:

a) Education:

- i) Bachelors degree from an accredited college or university with a degree in public or business administration; or
- ii) Any equivalent combination of education and experience.

2. Prior Experience:

a) Work Experience:

- i) At least seven (7) years of progressively responsible experience in municipal government, including five (5) years of administrative or supervisory responsibility; or
- ii) Any equivalent combination of education and experience.

b) Necessary Knowledge, Skills and Abilities:

- i) Knowledge of management and supervisory practices and principles.
- ii) Knowledge of fiscal management, including budget preparation, expenditure control and record keeping.
- iii) Thorough knowledge of City, State and Federal laws and current and proposed legislation pertaining to municipal governments.
- iv) Knowledge of federal and regional transportation funding processes.
- v) Knowledge of community involvement methods and practices.
- vi) Knowledge of current and proposed legislation and laws of the local, state, and federal governments that affect municipal governments.
- vii) Skill to effectively supervise and motivate staff.
- viii) Ability to develop goals and long range planning for the City.
- ix) Ability to identify and respond to community and City Council issues, concerns and needs.
- x) Ability to prepare and administer large and complex budgets.
- xi) Ability to analyze problems identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- xii) Ability to research, analyze and evaluate new service delivery methods and techniques.
- xiii) Ability to interpret and apply current and proposed Federal, State and local policies, laws and regulations.
- xiv) Ability to manage multiple projects often within tight timeframes.
- xv) Ability to manage and evaluate the work of subordinates.
- xvi) Ability to analyze and evaluate City operations and develop and implement plans to increase or improve departmental efficiency.
- xvii) Ability to prepare and analyze comprehensive and technical reports.
- xviii) Ability to communicate effectively.
- xix) Ability to establish and maintain effective working relationships.
- xx) Ability to work as a team member and to cultivate a team climate.
- xxi) Ability to perform the essential functions of the job.

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3. **Special Requirements:**
 - a) Possession of a valid driver's license or an acceptable alternative method of transportation which allows the incumbent to perform the duties of the position.
 - b) Must be able to pass the City's security clearance standards including review of driving record.
4. **Tools and Equipment Used:**
 - a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and phones.
5. **Supervision:**
 - a) This position has full scope of management responsibility over department Directors.
 - b) Operates under the general direction and supervision of the City Council.
6. **Communications:**
 - a) Has frequent contact with staff, vendors, members of other government entities and elected officials.
 - b) The communications are generally complex and may be confidential.
7. **Cognitive Functions:**
 - a) Work is performed highly independently with little direction. Some policies/procedures exist. Person in this classification determines own practices and procedures by contributing to the development of new concepts.
 - b) Most problems are quite difficult requiring decision making with precedent occasionally available. An incumbent has significant control over the planning and performance of the work.
8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

 - a) Work is performed mostly in office setting.
 - b) Evening meetings are required.
 - c) Responds any hours to emergency situations.
9. **Resource Accountability:**
 - a) This classification has budgetary authority and is responsible for the budget of the City.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Drafted:
Adopted:
Revised:

11/30/04; 4/2017